

APPENDIX C  
TAB 9

Hurricane Action Checklist

RESOURCE MANAGEMENT OFFICE

Action  
DTG & Initials

1. PHASE 0 (Pre-Hurricane Season)

- a. Review CESAS Plan 500-1-9 and provide update to CESAS-EM NLT 1 May yearly.
- b. Update RM Disaster Team Listing, ensure primary and alternates are appointed for all duties and telephone numbers are correct. Provide copy of listing to EM.
- c. Update RM Disaster Team Members duties as functions or policy and procedures change. \_\_\_\_\_
- d. Prepare and maintain and alternate plan of action for executing duties in event of power outage and system malfunction. \_\_\_\_\_
- e. Attend EM/RM training. \_\_\_\_\_
- f. Review the RM Functional Guide and EM regulations for changes in policy and implement changes. Advise RM Disaster Team Members of current policies and procedures. \_\_\_\_\_
- g. Hold pre-disaster meeting on expectations of team members; such as on-call responsibility, EOC activities, \_\_\_\_\_

overtime requirement, technical expertise,  
travel requirement, credit card requirement,  
etc.

- h. Send letter to EM advising them to  
review their CEFMS permissions against  
permissions required to perform functions  
during a disaster and request any additional  
permissions needed. \_\_\_\_\_
- i. Contact SAD to advise of additional  
staffing needs. \_\_\_\_\_
- j. Draft letter for supervisors and  
timekeepers in event of early labor  
certification requirement due to  
imminent disaster. \_\_\_\_\_

2. PHASE I (72 hours before landfall)

- a. Normal day-to-day operations.
- b. Review plans relevant to emergency  
response.
- c. The RM will be the first to be contacted. \_\_\_\_\_
- d. RM disaster team meeting held, review  
Hurricane Plan. Discuss the status of  
Current situation. \_\_\_\_\_
- e. Recheck POC listing, ensure the  
availability of all team members.  
Provide updated POC listing to EM.  
Check CEFMS permissions. \_\_\_\_\_
- f. Discuss any current RM issues that  
could impact the disaster situation. \_\_\_\_\_

3. PHASE II (48 hours before landfall)

- a. Coordinate with EM on any request for funding or any reprogramming action.
- b. Pull the Civil Status of Funds Report or the 3011a Report to review Fund availability. (Appropriations 3125, 3121, 3122, and 3123)
- c. Be available to load funding, create Funding Authorization Documents in PBAS, create programs, work items, resource plans, PR&C assignment authorizations, PR&C certifications as necessary.
- d. Notify EM of fund certifiers. \_\_\_\_\_
- e. Notify UFC disaster POC of current situation. \_\_\_\_\_
- f. Send out timekeeping instructions letter. \_\_\_\_\_

4. PHASE III (24 hours before landfall)

- a. RM EOC representative briefs the RM disaster team on current status of disaster.
- b. Review status of funding. Record any RFA pre-declaration/pre-scripted missions received from FEMA as customer orders in (CEFMS) iaw prescribed instructions from FEMA. Load reimbursable program, create customer order, seek technical approval, proceed to financially approve

and accept work. Track each mission by separate work item.

- c. Identify any additional resources from Phase 0. Advise CPAC and EM in determining RM emergency manpower needs.
- d. Provide representative for CMT if directed.
- e. Release personnel from duty as directed by the Commander or his authorized representative.
- f. Ensure proper separation of pre-declaration and post-declaration mission costs. \_\_\_\_\_
- g. Assist or prepare labor, travel, government orders, or in-house PR&Cs. Ensure accuracy customer and government order loading data for accuracy in billing. One government order per FEMA mission per support activity. \_\_\_\_\_

5. PHASE IV (12 hours before landfall)

- a. RM EOC representative will brief the RM disaster team members on current status of disaster.
- b. Prepare financial status report, discuss funds received by different programs, committed, obligated, expensed, unobligated, and available
- c. Load any changes in missions funding,

increasing programs, creating customer orders, work items, etc.

6. PHASE V (Hurricane force winds are striking the Georgia coast.)

- a. Support EOC operations as required.
- b. Assess need for additional resources to perform RM duties. Coordinate with CPAC and EM.

7. RECOVERY OPERATIONS

- a. Confirm safety status of assigned personnel.
- b. Coordinate all activities through EOC.
- c. Provide financial advice to EM. assistance to damage assessment or emergency teams and other involved personnel.
- b. Provide financial status reports, detailing funds authorized, committed, obligated, expensed, unobligated and available.
- c. Load any changes in mission funding, increasing programs, creating customer orders, work items, etc.
- d. EM/RM review mission billing and possible closeouts.
- e. RM accountant will validate that bills are accurate. Perform any cost transfers as requested. Research nay discrepancies in cost, credit billing and unbilled cost. Work with UFC in resolving financial matters

Relative to FEMA issues.

- f. Prepare list of available personnel.  
Provide EOC a copy.
- g. Provide support personnel, as required.
- i. Provide the EOC with daily updates for inclusion in SITREPS. \_\_\_\_\_
- j. Seek additional RM resources as required. \_\_\_\_\_
- k. Review checklist, Appendix Q, EP 37-1-6 for closeout instructions. \_\_\_\_\_